**This will not work unless macros are enabled! Set Tools > Macro > Security… to Medium, close and reopen document, then select Enable Macros when prompted.**

|  |
| --- |
| **Survey File Checklist** |

Project Surveyor - **Check** the appropriate “**Requested by Surveys**” box for each item required.

Project Engineer - **Check** the appropriate “**Included**” or "**Confirmed**" box when preparing the Survey File.

Submit this checklist with the Survey File.

|  |
| --- |
| ***Project Information*** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **District:** |  | **County:** |  | **Route:** |  | **PM (KP) Limits:** |  | **EA#:** |  |
|  |
| **Project Engineer** |
|  |
| **Name:** |       | **Phone #:** |       |
| **e-mail:** |       | **Phone #:** |       |
|   |
| **Engineer Preparing Survey File** |
|  |
| **Name:** |       | **Phone #:** |       |
| **e-mail:** |       | **Phone #:** |       |
|   |
| **Project Surveyor** |
|  |
| **Name:** |       | **Phone #:** |       |
| **e-mail:** |       | **Phone #:** |       |
|   |
| **Structures Engineer** |
|  |
| **Name:** |       | **Phone #:** |       |
| **e-mail:** |       | **Phone #:** |       |
|   |
| **Construction Area Engineer** |
|  |
| **Name:** |       | **Phone #:** |       |
| **e-mail:** |       | **Phone #:** |       |
|   |

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| --- |
| ***Attachments*** |

[ ]  Included **Contact List**

[ ]  Included **Datum Listing**

[ ]  Included **Project Reference List**

[ ]  Included [ ] N/A **Additional Instructions**

|  |
| --- |
| ***Project Deliverables*** |

|  |  |  |
| --- | --- | --- |
| Contract Plans | Hardcopy |  |

[ ] Requested by Surveys # of Copies [ ]  Included **Plan set submitted at PS&E**

[ ] Requested by Surveys # of Copies [ ]  Confirmed **Reduced** (11” x 17”)

[ ] Requested by Surveys # of Copies [ ]  Confirmed **Full size**

|  |  |  |
| --- | --- | --- |
| Project Control | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Control used during collection of topographic data**

[ ]  Requested by Surveys [ ]  Included **Control set for construction stakeout**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

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| --- | --- | --- |
| Topography | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Topographic data**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

|  |  |  |
| --- | --- | --- |
| Base Map | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Alignment data, roadway & drainage features, etc.**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

|  |  |  |
| --- | --- | --- |
| Alignments | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Highways, ramps, & branch connections**

[ ]  Requested by Surveys [ ]  Included **City, county, and frontage roads**

[ ]  Requested by Surveys [ ]  Included **Detours**

[ ]  Requested by Surveys [ ]  Included **Curb returns, islands, & pullouts**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

[ ]  Requested by Surveys [ ]  Included **Printed copies of requested alignment traverses**

|  |  |  |
| --- | --- | --- |
| Profiles | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Highways, ramps, & branch connections**

[ ]  Requested by Surveys [ ]  Included **City, county, and frontage roads**

[ ]  Requested by Surveys [ ]  Included **Detours**

[ ]  Requested by Surveys [ ]  Included **Curb returns, islands, & pullouts**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

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| --- | --- | --- |
| Cross Sections | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **All roadways**

[ ]  Requested by Surveys [ ]  Included **Bridge**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

[ ]  Requested by Surveys [ ]  Included **Printed copies of requested cross sections**

|  |  |  |
| --- | --- | --- |
| Slope Stake Listings | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **All roadways**

[ ]  Requested by Surveys [ ]  Included **Number of stations per page:**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

[ ]  Requested by Surveys [ ]  Included **Printed copies of requested slope stake listings**

|  |  |  |
| --- | --- | --- |
| Right of Way | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Confirmed **Hardcopy of final R/W Appraisal Map**

[ ]  Requested by Surveys [ ]  Confirmed **Right of Way coordinate geometry**

[ ]  Requested by Surveys [ ]  Confirmed **Monument perpetuation documentation**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Confirmed **Other:** |       |

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| --- | --- | --- |
| Structural Systems - District | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Retaining wall and sound wall LOL’s**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

|  |  |  |
| --- | --- | --- |
| Structural Systems - Structures | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Confirmed **Retaining wall and sound wall LOL’s**

[ ]  Requested by Surveys [ ]  Confirmed **Bridge control monuments**

[ ]  Requested by Surveys [ ]  Confirmed **Bridge abutment & wing wall LOL’s**

[ ]  Requested by Surveys [ ]  Confirmed **Column, bent, & pier LOL’s**

[ ]  Requested by Surveys [ ]  Confirmed **Edge of deck LOL’s**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Confirmed **Other:** |       |

|  |  |  |
| --- | --- | --- |
| Drainage Systems | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **C/L of pipes and culverts**

[ ]  Requested by Surveys [ ]  Included **In-stream and channel facilities**

[ ]  Requested by Surveys [ ]  Included **Headwall LOL’s**

[ ]  Requested by Surveys [ ]  Included **Flow line Profile**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |

|  |  |  |
| --- | --- | --- |
| Digital Design Model | Electronic Format: |       |

[ ]  Requested by Surveys [ ]  Included **Finished Grade**

|  |  |
| --- | --- |
| [ ]  Requested by Surveys [ ]  Included **Other:** |       |